

Ref. No.:HBAO 1:18
Telephone No.: + 265 788 356/437
Telefax No.: +265 788 259



Buildings Department
Ministry of Transport and Public Works
Private Bag 322
Capital City
LILONGWE 3
Malawi

E-Mail. buildingsdept@transport.gov.mw

Please address all communications to:
Director of Buildings and copies to:
Secretary for Transport and Public Works

Procurement Number: RFQ/IPDC/DOB/2024-25/04/15

To:

.....

.....

Date 13TH November 2024

The Procuring Entity named above invites you to submit your quotation for **frame work agreement** to periodically supply and delivery of the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

REQUEST FOR QUOTATION FOR FRAMEWORK AGREEMENT FOR THE SUPPLY & DELIVERY OF NURSERY PLANT MATERIALS

| No. | Description of Item | Unit of Measure. | Quantity | Delivery Point |
|-----|---------------------------------------|------------------|----------|----------------|
| 1 | Polythene tubes 4-inch diameter bale | Each | 1 | MTWP (DOB) |
| 2 | Polythene tubes 5-inch diameter bale | Each | 1 | |
| 3 | Polythene tubes 6- inch diameter bale | Each | 1 | |
| 4 | Polythene tubes 8-inch diameter bale | Each | 1 | |
| 5 | Ridged pots (30 cm – diameter) | Each | 1 | |
| 6 | Ridger pots (25cm – diameter) | Each | 1 | |
| 7 | Horse pipe (50m) | Each | 1 | |
| 8 | Hand trowel | Each | 1 | |
| 9 | Rakes | Each | 1 | |
| 10 | Hand folks | Each | 1 | |

| | | | | |
|----|-----------------------------|------|---|--|
| 11 | Wheelbarrows | Each | 1 | |
| 12 | Panga knife | Each | 1 | |
| 13 | Watering cane | Each | 1 | |
| 14 | Hoes | Each | 1 | |
| 15 | Secteurs | Each | 1 | |
| 16 | Black sheet (100 m) | Each | 1 | |
| 17 | Shovels | Each | 1 | |
| 18 | Chemical Pesticides | Each | 1 | |
| 19 | Termites chemicals | Each | 1 | |
| 20 | Gloves | Each | 1 | |
| 21 | Hedge cutter (Garden shear) | Each | 1 | |

1

- 1) Quotation prices should be based on:

For goods supplied from within Malawi; EXW – insured and delivered to Ministry of transport and public works (DOB)

Or for goods supplied from outside of Malawi.

- 2) The delivery period required shall be **7 days**/weeks/months from date of order.
3) Quotations shall be valid for **30 days** from the date for receipt given below.
4) The warranty/guarantee offered shall be 30 days.
5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.
6) Quotations must be received, in sealed envelopes, no later than **Wednesday 27th 10:00am on 27th November, 2024**

Quotations must be returned to:

**IPDC Chairman,
Buildings Department
Room 87,
Private Bag B365,
Lilongwe.**

- 7) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by item or by total through the issue of a Local Purchase Order.

Signed: Name: Stella M. Kamwendo Cell: 0999 805 181

Title/Position: Senior Assistant Procurement Office

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period (where applicable):..... months.
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. *[Insert any other documentation required by the Procuring Entity].*
 - vi. Copy of National ID (colour)
 - vii. Valid PPDA certificate
 - viii. Valid MSME’s certificate
- 6) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address:

.....

If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

| Item No | Description of Goods (Attach detailed specification if necessary) | Unit of Measure | Quantity | Delivered Unit Price Kwacha | Delivered Total Price Kwacha |
|---------|--|-----------------|----------|-----------------------------|------------------------------|
| 1 | Polythene tubes 4-inch diameter bale | Each | 1 | | |
| 2 | Polythene tubes 5-inch diameter bale | Each | 1 | | |
| 3 | Polythene tubes 6- inch diameter bale | Each | 1 | | |
| 4 | Polythene tubes 8-inch diameter bale | Each | 1 | | |
| 5 | Ridged pots (30 cm – diameter) | Each | 1 | | |
| 6 | Ridger pots (25cm – diameter) | Each | 1 | | |
| 7 | Horse pipe (50m) | Each | 1 | | |
| 8 | Hand trowel | Each | 1 | | |
| 9 | Rakes | Each | 1 | | |
| 10 | Hand folks | Each | 1 | | |
| 11 | Wheelbarrows | Each | 1 | | |
| 12 | Panga knife | Each | 1 | | |
| 13 | Watering cane | Each | 1 | | |
| 14 | Hoes | Each | 1 | | |
| 15 | Sectors | Each | 1 | | |
| 16 | Black sheet (100 m) | Each | 1 | | |
| 17 | Shovels | Each | 1 | | |
| 18 | Chemical Pesticides | Each | 1 | | |
| 19 | Termites chemicals | Each | 1 | | |
| 20 | Gloves | Each | 1 | | |
| 21 | Hedge cutter (Garden shear) | Each | 1 | | |
| | | | | Subtotal | |
| | | | | VAT 16.5 % | |
| | | | | Grand Total | |

The following attachments are appended to clarify the Description of Goods:
 [List any attachments providing additional specification of the goods required]

Procurement Number: RFQ/IPDC/DOB/2024-25/04/15

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Statement of Requirements (Technical Specifications) and Compliance Sheet

Column b states the minimum requirement of the service(s) to be provided. Column c indicates whether the requirement is a “Mandatory” by use of the letter “M”. Any requirement without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with Section 3.

The Bidder is to complete column d and to state whether the offered service(s) “comply” or do “not comply” giving details of the areas of non-compliance.

| a. Item No. | b. Technical Specification of items required including applicable standards | c. Mandatory | d. Compliance to Requirements |
|-------------|---|--------------|-------------------------------|
| 1 | Polythene tubes 4-inch diameter bale | M | |
| 2 | Polythene tubes 5-inch diameter bale | M | |
| 3 | Polythene tubes 6- inch diameter bale | M | |
| 4 | Polythene tubes 8-inch diameter bale | M | |
| 5 | Ridged pots (30 cm – diameter) | M | |
| 6 | Ridger pots (25cm – diameter) | M | |
| 7 | Horse pipe (50m) | M | |
| 8 | Hand trowel | M | |
| 9 | Rakes | M | |
| 10 | Hand folks | M | |
| 11 | Wheelbarrows | M | |
| 12 | Panga knife | M | |

Procurement Number: RFQ/IPDC/DOB/2024-25/04/15

| | | | |
|----|-----------------------------|---|--|
| 13 | Watering cane | M | |
| 14 | Hoes | M | |
| 15 | Sectors | M | |
| 16 | Black sheet (100 m) | M | |
| 17 | Shovels | M | |
| 18 | Chemical Pesticides | M | |
| 19 | Termites chemicals | M | |
| 20 | Gloves | M | |
| 21 | Hedge cutter (Garden shear) | M | |